



## Classified School Employee Teacher Credentialing Program Annual Data Submission

### General Information

As part of the mandatory data collection and reporting requirement for the California Classified School Employee Teacher Credential Program grant, LEA grantee must provide all requested data to the Commission's for evaluation and reporting. Please carefully read the information below on how to access and complete the data spreadsheet, and additional resources. Data submission is due on **Friday, July 14, 2023, by 5:00PM.**

### Directions

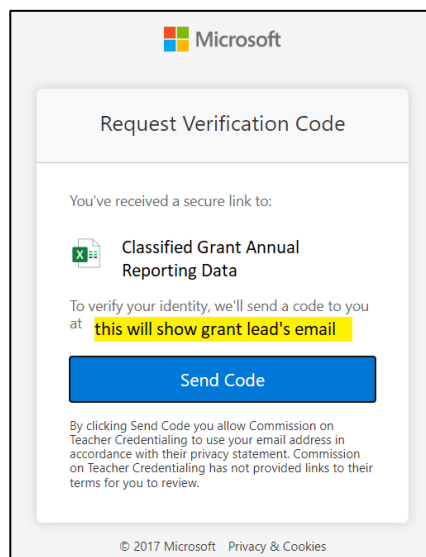
The individually shared spreadsheet is managed by the Commission and the data will be updated annually by the LEA grantee lead during the life of the grant. Do not create and share a new spreadsheet with the Commission- it will not be reviewed.

**Annual Data Submission:** When the data is updated on or before July 14, 2023, by 5:00PM, please email [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov) to confirm that the data is updated.

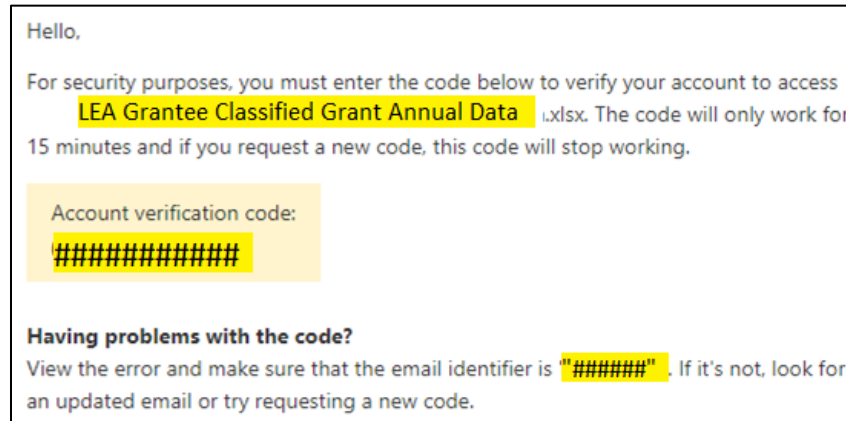
### Spreadsheet Access

The grant program manager has been given editing access to the specific spreadsheet that has been customized to the approved grant. This is a live spreadsheet through Microsoft. This is where all the data is submitted.

1. To access the spreadsheet, click the link shared in the email.
2. This message will appear on an internet browser tab. It will show the grant lead's email. Then click, "Send Code."



3. This will send a code to the same grant email. Just in case it doesn't arrive, check the SPAM folder.



4. Enter the code from the email (not the example above).
5. The spreadsheet should now be accessible through your browser- you do not need an Excel license.
6. If an additional staff member needs editing access, please contact [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov).

## Resources and Support

**Office Hours:** Drop-in, free flow, no RSVP required.

Date and Time	Meeting
Thursday, Feb. 23, 10:00-12:00	<a href="#">Zoom Link</a>
Wednesday, Mar. 15, 10:00-12:00	<a href="#">Zoom Link</a>
Wednesday, Apr. 12, 10:00-12:00	<a href="#">Zoom Link</a>
Tuesday, May 16, 10:00-12:00	<a href="#">Zoom Link</a>
Wednesday, Jun. 21, 10:00-12:00	<a href="#">Zoom Link</a>

**Instructional Guide:** The attached instructional guide explains each tab of the spreadsheet.

**Video Directions:** This [instructional video](#) walks through each tab of the spreadsheet.

**Demographic Survey Template:** An optional [Google Form template](#) is provided to help collect demographic information. If interested, please contact the Classified Grants team, [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov) for access to make a copy of this form and then edit it. DO NOT send this link directly to participants.

**Sample Spreadsheet:** The attached example data sheet is for year 1.

**Questions:** Please email [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov).